

DUTY STATEMENT

Classification: Associate Energy Specialist (FO)	Position No. 820-4598-xxx
CBID: R10	Office: Demand Analysis
Date Prepared: August 11, 2015	Division: Energy Assessments
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general supervision of the Energy Commission Supervisor II (FO) in the Data Collection Unit of the Demand Analysis Office (DAO) of the Energy Assessments Division the incumbent performs complex analytical tasks at the full journey-working level, in the identification, acquisition, storage, processing, analysis and reporting of data related to energy consumption by residential, commercial and industrial energy customers in California.

The incumbent works independently but also must collaborate with other energy specialists and researchers within and outside of the Energy Commission. Experience in database maintenance, management, and analysis is required in order to perform the duties of this position. Additionally, the incumbent must be prepared to work with not only standard database applications such as Microsoft Access and Excel, but also various other data analysis tools, including custom-made applications.

WORKING CONDITIONS:

Primarily the work is performed indoors in an office and meeting-room setting, and involves sitting, standing, and walking. Travel may be necessary to attend workshops, hearings, and meetings away from the Energy Commission's headquarters. Additional hours beyond an eight-hour workday or a forty-hour workweek may be required. The incumbent must work well with people, exercise good listening, memory and problem-solving skills. The incumbent is expected to maintain a well organized work space, prioritize daily workload, perform well under the pressure of time constraints and complete assignments by their due dates.

DUTIES AND RESPONSIBILITIES:

- 35% Collects and analyzes data showing electricity and natural gas use patterns. Develops database queries and other related searches that make electricity, natural gas and other energy information more accessible for analysis and also for use by the Energy Commission, other state agencies, policy makers, and the public at large. (E)
- 30% Incumbent is responsible for working with California energy companies to acquire timely and accurate historical data. Provides staff support to improve methods and procedures for tracking data and presenting key data results to Commission decision makers. Reinforces data collection activities by standardizing methods of collecting all required energy consumption information. Collaborates with staff in developing and improving standard protocols and procedures. (E)

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- 20% Provides technical analytical support for projects and energy forecasts as requested by energy forecasters. Provides staff support for the research, analyses, and preparation of reports featuring energy trends. Assists senior staff with data management and prepares graphical presentations for forecast model results and demand analyses. (E)
- 10% Responds to data and information requests from the Governor's Office, the Legislature, government agencies, energy researchers, consultants, other Commission staff, and the public. These requests relate to electricity and natural gas consumption data used in support of Energy Commission demand forecasts. (E)
- 5% Performs other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="text-align: right;">Date</div> <div>Associate Energy Specialist (FO)</div>	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="text-align: right;">Date</div> <div>Linda Schrupp Energy Commission Supervisor II</div>